

10 December 1980

MEMORANDUM FOR: CIA Transition Team

FROM : Edward L. Rowny

SUBJECT : Progress Towards the 22 December Report

1. Our 8 December report gave us a good start at identifying issues. We should now fully explore them in our next report.

2. The greatest service we can do for the new DCI and the President-Elect is to:

-- Identify problems that will face them between now and the first 90 days (1 May). Please give me one-liners (or very short paragraphs) on those issues which you think should be reviewed in the 22 December report.  
-- I'd like to have these by 0900 Thursday, 11 December.

-- So that we don't box them in, we will want to start framing options for their consideration.

-- Please identify those meetings you need so that I can set up the meetings. I will want to let the whole transition team know of the meetings scheduled so as to ensure our work is coordinated.

--- In addition, please let me know right away the meetings you have already scheduled for the next two weeks.

-- To accomplish our development of the options, I want to set up a schedule as soon as possible to ~~review~~ <sup>raise</sup>, by progressive steps, each issue which we want to raise.

  
Edward L. Rowny  
LTG, USA (Ret.)